

U. S. DEPARTMENT OF ENERGY
2000 EXECUTIVE LEADERSHIP (WEL) PROGRAM
(Formerly the Women's Executive Leadership Program)

APPLICATION PACKAGE (AP)
COVER SHEET

TO: _____ **FROM:** _____
(Training Officer)(WEL Program Applicant)

Attached is my application package for the 2000 WEL Program. I have obtained supervisory reviews and other recommendations, and have coordinated the review of this application as required within my organization.

This package contains:

- ' AP#1-- Supervisor and Agency Nominating Official Information
- ' AP#2-- Developmental Accomplishments
- ' AP#3-- Purpose for Applying
- ' AP#4-- Evaluation of Performance
- ' AP#5-- Assessment of Potential
- ' AP#6-- Formal Training Courses
- ' AP#7--Application for Federal Employment (SF-171, or computer software program equivalent, OF-612, or a detailed resume with a current home address)

SIGNATURE _____ **DATE** _____

TITLE _____ **SERIES/GRADE** _____

WORK NUMBER _____ **FAX NUMBER** _____

INTERNET ADDRESS _____

DEPARTMENTAL ELEMENT _____

**U.S. DEPARTMENT OF ENERGY
2000 WOMEN'S EXECUTIVE LEADERSHIP PROGRAM**

**SUPERVISOR AND AGENCY NOMINATING OFFICIAL
INFORMATION**

(To Be Completed By Applicant)

Applicant's Name

Please complete the information below in reference to your first-line supervisor and agency nominating official.

Immediate Supervisor's Name

Title _____ Telephone Number _____

Agency Mailing Address

Agency Nominating Official

Title _____ Telephone Number _____

Agency Mailing Address

AP#1

**U. S. DEPARTMENT OF ENERGY
2000 WOMEN'S EXECUTIVE LEADERSHIP PROGRAM**

DEVELOPMENTAL ACCOMPLISHMENTS
(To Be Completed by Applicant)

Applicant's Name

Please describe three career or personal developmental accomplishments that you have had within the past five years and under each accomplishment the self-study, on-the-job training, formal training courses, developmental assignments, or other learning activities that you undertook to achieve each one. Finally, explain how the accomplishment contributed to a developmental objective.

Accomplishment #1:

Accomplishment #2:

Accomplishment #3:

AP#2

U. S. DEPARTMENT OF ENERGY
2000 WOMEN'S EXECUTIVE LEADERSHIP PROGRAM

PURPOSE FOR APPLYING
(To Be Completed by Applicant)

Applicant's Name

Part A

Please explain your reasons for applying for the WEL Program. Explain how participation in the WEL Program will support your career goals (3-5 years).

Part B

Please describe how your participation in the WEL Program will support the accomplishment of your organization's mission upon completion of the program.

U.S. DEPARTMENT OF ENERGY
2000 WOMEN'S EXECUTIVE LEADERSHIP PROGRAM
EVALUATION OF PERFORMANCE

Applicant's Name

Part A

NARRATIVE EVALUATION OF APPLICANT'S PERFORMANCE

(To Be Completed by Supervisor)

Please provide below a written narrative evaluation of the applicant's current performance.

Supervisor's Signature

Supervisor's Title

Telephone Number

Part B

SUMMARY OF FORMAL PERFORMANCE APPRAISALS

(This may be completed by applicant)

Please provide below the summary rating of the applicant's last three performance appraisals. Please attach the summary rating page for each appraisal.

YearRating

1. _____

2. _____

3. _____

AP#4

**U. S. DEPARTMENT OF ENERGY
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ASSESSMENT OF POTENTIAL
(To Be Completed by Supervisor)

Applicant's Name

Part A

This assessment should focus on indicators of potential such as educational pursuits, self-study, formalized training, developmental assignments, membership/leadership on teams and task forces, special assignments, and involvement in voluntary civic/community activities demonstrating leadership qualities.

Part B

Place an X in the block that best describes the applicant's overall potential for supervisory/managerial positions.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

Period of Time You Have Supervised Applicant: Years: _____Months: _____

Supervisor's Name: _____Date: _____

Signature:

Title: _____Work Phone: _____

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FORMAL TRAINING COURSES

(To Be Completed by Applicant)

Applicant's Name _____

Please list all formal training courses taken within the past five years. For training sponsored by the Department or funded by your organization, you may contact your training officer/coordinator to request a copy of your training history. In addition, you may submit transcripts or a listing of courses (names, dates, and hours) you have taken that were not sponsored by the Department or funded by your organization.

AP#6

**U.S. DEPARTMENT OF ENERGY
2000 WOMEN'S EXECUTIVE LEADERSHIP (WEL) PROGRAM**

APPLICATION FOR FEDERAL EMPLOYMENT

You may use an SF-171, a computer software program equivalent, an OF-612, or a detailed resume.

Please limit your descriptions of work experience in each block of Item #24 to 15 or fewer lines.

Please ensure that your home address is current.

